

General Workforce Appraisal System (GWPAS)

As part of the end of the year performance management activities, each program area Admin Liaison will need to enter performance ratings and performance awards into the General Workforce Performance Appraisal System (GWPAS) web-based system. GWPAS is a (highly secured) system used to record performance rating and award information at the end of the performance appraisal cycle. Once an account for the Admin Liaison in each ITA program unit has been established, including a user i.d. and password, program units can begin to enter this performance data into the GWPAS. Final ratings and approved performance award dollar amounts are considered to be personnel-sensitive data, therefore, data entry into the GWPAS is intended to be completed only by the Admin Liaison or a designee.

To set up an account, please contact Diane Evans in the Office of Human Resources on 202-482-4382.

Frequently Asked Question:

Q: What is the process for rating officials to submit awards for approval and processing?

- A:**
1. Rating officials will complete the CD-430d and CD-430e, Performance Summary Rating/Performance Recognition and narrative form for each employee.
 2. Rating officials will forward the completed/signed CD-430d forms to their program area admin liaison.
 3. By October 30, admin liaisons will forward award packages requiring approval of delegations of authority at the Deputy Under Secretary (DUS) or Performance Review Board (PRB) level to OHRM, in room 7412
 4. OHRM will forward as appropriate, the packages for approval
 5. Once awards are approved, OHRM will enter/process the awards into GWPAS, and send the award packages back to admin liaisons in each program area and admin liaisons will inform rating officials of approval.
 6. Admin liaisons will only enter performance awards not requiring DUS or PRB (see note below) approval into GWPAS (General Workforce Performance Appraisal System) for processing by October 30.
 7. Admin liaisons will then forward all original CD-430d form to rating officials for filing in the Employee Performance File (EPF).
 8. Admin liaisons will then forward copies of all CD-430d and CD-430e (copy them back to back) forms to OHRM, room 7412 for accountability audit purposes.

To log on to GWPAS, [click here: GWPAS](#)

